## Cylburn Arboretum and Howard P. Rawlings Conservatory Outdoor Photography Policy

Please call the Event Coordinator to set up Indoor Photography

Hobby photographers and garden visitors are welcome to take snapshots for personal use. Please respect the following guidelines:

Please remain on grass or pathways, keeping pathways clear and safe for other garden visitors.

- Please keep your feet on the ground; do not climb trees or walls; do not stand on benches.
- Please respect our trees; do not climb or sit on trees; do not break or remove branches or leaves.
- Please respect our gardens; do not stand in garden beds; please do not pick flowers.
- Permitted events will take precedence in the garden.
- Photography must not interfere with other visitor's enjoyment of the gardens.

<u>All</u> group photography and all commercial photography require a permit and must be scheduled with the Event Coordinator. Permit Requests must be received at least 21 days prior to requested date. See application.

- Parties of 10 or less, including the photographer
  - o No fee,
  - Photo permit is required,
  - Limited to 1 hour and limited to outdoor spaces.
- Parties of 10 to 19 persons
  - o Photo permit is required,
  - \$150 photo session fee,
  - Limited to 2 hours and limited to outdoor spaces.
- Parties of 20 or more persons
  - Please call the Event Coordinator to discuss your needs.
- Photo sessions will not be scheduled during another scheduled event.
- Photographer must have a copy of the permit with them during the photo shoot.
- Grounds are open to the public at all times.
- Due to the nature of gardens and the weather, we do not guarantee the condition or appearance of the gardens or grounds.
- Published or uploaded photographs must give credit of the locations of the photograph
- Please observe the following guidelines in the gardens:
  - Please remain on grass or pathways, keeping pathways clear and safe for other garden visitors.
  - Please keep your feet on the ground; do not climb trees or walls, do not stand on benches.
  - Please respect our trees; do not climb or sit on trees; do not break or remove branches and leaves.
  - Please respect our gardens; do not stand in garden beds; please do not pick flowers.

For questions, to schedule a shoot, or for information about interior shoots, please call the Event Coordinator at 410-396-0180

## Cylburn Arboretum and Howard P. Rawlings Conservatory Outdoor Photography Permit Request

Please print, complete and return to the Horticultural Division office <u>at least 21 days prior to preferred date</u>. We recommend calling prior to submitting application to check date availability.

Mail to: Horticultural Division

4915 Greenspring Avenue

Baltimore, MD 21209

Phone: 410-396-0180

Fax: 410-367-8039

A signed copy of this form will be returned by US Mail prior to the Photo Session date. Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ Garden area requested: O Cylburn Arboretum – Gazebo Garden Area Cylburn Arboretum – Other areas near front of Mansion Cylburn Arboretum – Formal Garden Orlburn Arboretum – Other Area, specify \_\_\_\_\_\_ Howard P. Rawlings Conservatory Gardens Please call Event Coordinator at 410-396-1080 to schedule all Indoor Photo Shoots Type of Photos Number in Party Client Name: Phone number of primary contact: Photographer (s): Address, to mail permit: ○ Fee enclosed; \$\_\_\_\_\_
○ Fee not required Please remit a cashiers check or money order made payable to 'Director of Finance.' I have read and agree to abide by the attached guidelines. Client/Photographer's Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_ Cylburn Arboretum/Howard P. Rawlings Conservatory NOT Approved Approved: Date Signature of Approving Official \_\_\_\_\_ The returned signed and approved copy of this permit application will serve as your permit. Please have a copy with you during the photo shoot. Administrative Use \_\_\_\_\_Date Received \_\_\_\_\_Date Mailed \_\_\_\_\_Date Recorded and Initials Amount of Fee Date Fee Received